TOWN HALL PARKING GARAGE
RESERVED SPACE RENTAL AGREEMENT

Applicant applies for month-to month rental of a reserved parking space in the basement of the Town Hall Parking Garage. This application will automatically become a contract between the applicant and the Town of Leesburg upon the Town's acceptance of the first monthly rental payment. Applicant agrees to abide by the conditions stated herein and as subsequently amended by written notice posted in the garage, mailed via certified letter to the applicant and/or posted in the applicant's vehicle. Violation of any of the conditions of this contract, or amendments thereto shall, at the option of the Town, terminate this agreement.

Applicant Information
Name: _____   Daytime Phone: _____
Make/Model/Color: _____   License Plate: _____
Employer (if responsible for Payment): _____
Billing Address: _____
_____

1. **Assigned Parking Space:** Your assigned parking space is No. _____ in the basement level. Parking in any other space is prohibited. If you park on the upper levels of the garage, you may be ticketed. Repeated offenses will result in termination of this contract.

2. **Monthly Rent:** Rent is $60.00 per month. Rent is billed on the first (1st) of each month. Payments received after the 15th of the month will be subject to a 10% late fee. Payments may be mailed to: Town of Leesburg, 25 West Market Street, Finance Department, Leesburg, VA 20176 or delivered in person to the Finance Department in Town Hall, 25 West Market Street. Rent past due more than sixty (60) days will result in termination of this contract and your pass card. The applicant will be liable for all rent, penalties, and collection fees.

3. **Parking Hours:** Applicant has exclusive use of the above parking space during the posted operational hours of the parking garage. At all other times, the space is available for general public parking. Vehicles remaining in the garage outside the posted hours do so at the owner's risk.

4. **Identification Decal:** The Town will provide a decal with your assigned parking space number that must be applied to the rear window of the driver's side. *Decals are mandatory.* If requested, a decal can be obtained for a second vehicle. If applicant will be parking a **second vehicle in the assigned space**, the vehicle must be registered to the applicant. Applicant will provide the Department of Finance (703-737-7007) with a copy of the registration, the license plate number, make, model, and color before parking the vehicle in the above assigned parking space.

5. **Cancellation of Contract:** Applicant will provide the Town with a minimum of 30 days notice in order to cancel this contract. Failure to do so may result in additional rent, penalties, and collection fees for which the applicant will be liable.

6. **Liability to the Town:** The Town will not be responsible for any damages to vehicles not caused by the Town. The Town assumes no responsibility for vehicles or items inside vehicles.

7. **Accidents on Premises:** If you are involved in an accident in the garage or if your vehicle is damaged while parked in the garage, you should report the accident to the parking garage attendant and the Leesburg Police Department promptly.

8. **Parking by Unauthorized Vehicles in reserved Spaces:** If your assigned space is occupied by an unauthorized vehicle, park in the second above ground level of the garage and immediately report the unauthorized vehicle to the parking attendant or the Department of Finance in Town Hall.

9. **Pass Card:** You will be issued one (1) pass card. Allowing another vehicle to enter or exit the garage with the pass care is a violation of this contract and may result in termination of this agreement. Pass cards must be surrendered to the Finance Department upon termination of this contract. Failure to do so will result in a $10.00 charge and collection fees.

Applicant Signature: _____   Date: _____

Finance Department Use Only
Date Approved: _____   Pass Card #: _____   Approved by: _____